



CIVIL ENGINEERING PLAN REVIEW AND PERMITTING

APPLICATION PACKET

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AGENCY CONTACT INFORMATION

City of Surprise Departments:

Planning and Zoning Information
(623) 222-3011

Building Inspections
(623) 222-3012

Fire Inspections
(623) 222-3012

Building Safety/Development Services
(623) 222-3000

Code Enforcement
(623) 222-3013

Public Works – Utilities
(623) 222-7000

Public Works – Transportation-Engineering Division
(623) 222-6150

Business License
(623) 222-1836

Miscellaneous Departments:

Registrar of Contractors
(602) 542-1502

Maricopa County Flood Control
(602) 506-1501

Blue Stake
(602) 263-1100

Maricopa County Assessor
(602) 506-3406

Arizona American Water
(623) 445-2441

Maricopa County
Environmental Services
Asbestos Coordinator
(602) 506-6708

State of Arizona
Office of Manufactured Housing
(602) 364-1003

City of El Mirage
Water Services
(623) 933-1228

Maricopa County
Health Dept.
(602) 506-6900



PERMIT/PLAN REVIEW APPLICATION

Applicant to Complete Numbered Fields Only

OWNER INFORMATION				PROJECT INFORMATION			
1.Name:				6.Development Name:		11.Lot/Space:	
2.Address:				7.Subdivision Name:		12.MCR:	
3.City/State/Zip:				8.Assessor's Parcel Number (APN):		13.Acreage:	
4.Phone:		Alternate:		9.Valuation of Project:		14.Related Case(s):	
5.Email:				10.Project Address and Zip:			
DESCRIPTION OF PROJECT							
15.							
UTILITY PROVIDERS							
16.Electric Co:		17.Gas Co:		18.Water Co:		19.Sewer Co:	
ENGINEERING PLAN REVIEW				COMMERCIAL PERMIT			
Grading	<input type="checkbox"/>			Business Name:			
Water	<input type="checkbox"/>			New Building	<input type="checkbox"/>		
Sewer	<input type="checkbox"/>			Tenant Improvement	<input type="checkbox"/>		
Paving	<input type="checkbox"/>			Factory Built Building	<input type="checkbox"/>		
Concrete	<input type="checkbox"/>			Landscape	<input type="checkbox"/>		
SWPPP	<input type="checkbox"/>			Pool/Spa	<input type="checkbox"/>		
SWPPP Manual	<input type="checkbox"/>			Surface Area			
Improvement	<input type="checkbox"/>			Other:	<input type="checkbox"/>		
Street Lights	<input type="checkbox"/>						
Traffic Signals	<input type="checkbox"/>			RESIDENTIAL PERMIT			
Signage and Striping	<input type="checkbox"/>			Single Family Residence	<input type="checkbox"/>		
Drainage Report	<input type="checkbox"/>			Accessory Building	<input type="checkbox"/>		
Water Model Report	<input type="checkbox"/>			Alteration/Addition	<input type="checkbox"/>		
Dry Utility	<input type="checkbox"/>			Pool/Spa	<input type="checkbox"/>		
FIRE PERMIT				Surface Area			
LP Gas	<input type="checkbox"/>			Manufactured/Factory Built Building	<input type="checkbox"/>		
TUP	<input type="checkbox"/>			Landscape	<input type="checkbox"/>		
Other:				Other	<input type="checkbox"/>		
UTILITY PERMIT				OTHER			
Electric	<input type="checkbox"/>			Signs	<input type="checkbox"/>		
Plumbing	<input type="checkbox"/>			Type:	Height:		Linear Feet:
Mechanical	<input type="checkbox"/>			Fences	<input type="checkbox"/>		
Other:				Type:	Height:		Linear Feet:
The owner or authorized agent for the owner of the subject lot or parcel guarantees the information and plans provided are correct to the best of my knowledge including recorded lot dimensions and structure locations.							
20.				21.			
OWNER/AGENT PRINTED NAME				DATE		OWNER/AGENT SIGNATURE	
						DATE	

CONTRACTOR/CONTACT SUPPLEMENTAL FORM

LICENSED CONTRACTOR VERIFICATION

Verify that you are a licensed contractor under ARS Title 32, Chapter 10, by providing the information below.

I am currently using a licensed contractor:

Name: _____ City Business License No. _____
License No. ROC: _____ License Class: _____

I am exempt from Arizona contractors' license laws on the basis of the license exemptions contained in A.R.S. § 32-1121A., namely:

- ☐ A.R.S. § 32-1121A.5 – I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project.
- ☐ A.R.S. § 32-1121A.6 – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services. All contractor's names and license numbers will be included in all sales documents.
- ☐ Other _____
(please specify)

I understand that the exemption provided by A.R.S. § 32-1121A.14 (the Handyman Exemption) does not apply to any construction project which requires a building permit and/or the total cost of materials and labor are \$1000 or more.

I will be using the following licensed contractors on this project: **City of Surprise**
Contractor/Company name License Number ROC Class Business License No.

Contractor/Company name	License Number ROC	Class	Business License No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Owner/Agent Printed Name: _____ **Owner/Agent Signature:** _____

Falsification of information on this document for the purpose of evading State licensing laws is a Class II misdemeanor pursuant to A.R.S. § 13-2704.

PRIMARY CONTACT INFORMATION (Required)*

Business Name

Address

Contact Person 1/Title

Contact Person 2/Title

Phone Number

Phone Number

Fax Number

Fax Number

Email

Email

Effective 1/1/07, only the primary contact above will be notified of submittal status or permit approval.



ENGINEERING DEPARTMENT FEE SCHEDULE

Reproductions and Research

1	Photocopies – 8.5" x 11" or 8.5" x 14"	.50/page
2	Photocopies - 11"x17"	\$1.00/page
3	Maps and ASBUILTs - 12"x18"	\$2.50/page
4	Maps and ASBUILTs - 24"x36"	\$5.00/page
5	CDs Containing Documents	\$5.00
6	Archived Document Retrieval -(Copies are additional fee)	\$80.00

Standard Plan Review

7	Off/On Site Improvement Plan-1st Submittal (Water, Sewer, Paving, Grading, Drainage, SWMP/SWPPP, Signage & Striping, Streetlights, Traffic Signal, Fireline/FDC, Fire Hydrant Waterline Details, Turning Radii within ROW, etc.; Signed and Sealed by CPE)	\$140.00 Processing Fee + \$380.00/sheet
8	Off/On Site Improvement Plan-Third and Subsequent Submittal (Water, Sewer, Paving, Grading, Drainage, SWMP/SWPPP, Signage & Striping, Streetlights, Traffic Signal, Fireline/FDC, Fire Hydrant Waterline Details, Turning Radii within ROW, etc.; Signed and Sealed by CPE)	\$190/hour-billed in arrears
9	Off/On Site Improvement Plan-Revisions to Approved Plans (Water, Sewer, Paving, Grading, Drainage, SWMP/SWPPP, Signage & Striping, Streetlights, Traffic Signal, Fireline/FDC, Fire Hydrant Waterline Details, Turning Radii within ROW, etc.; Signed and Sealed by CPE)	\$190/hour-billed in arrears

Misc. Plan Review

10	Utility Plan -Review	Franchise Agreement
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Report Review

11	Reports (To Include but Not Limited to-Drainage Reports, Water Model Reports, Box Culver Reports, Waste Water Reports, Structural Reports)	\$140.00 Processing Fee + \$180/hour-billed in arrears
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Permits and Inspection

12	Engineering Permit -(Derived from a city approved Stamped Engineers Cost Estimate or Contractors Actual Cost-to be submitted by applicant upon approval of plans)	\$140.00 Processing Fee + 3% for City Service 1% for Private Service
13	Engineering Permit Extension or Renewal	50% of Original Fee
14	Engineering Inspection -Outside of Normal Hours - 2 hour minimum	\$75.00/hour

Traffic Control

15	Traffic Control Plan -Review	\$750 Annual Traffic Control Permit
16	Full Closure of Arterial Road	\$125/Lane, Day & ½ Mile
17	Full Closure of Collector Road	\$100/Lane, Day & ½ Mile
18	Full Sidewalk Closure	\$75/Day & ½ Mile
19	Full Alley Closure	\$75/Day & ½ Mile



ENGINEERING SUBMITTAL CHECK LIST

SUBMITTAL OF CIVIL PLANS FOR 1st REVIEW:

- ____ Completed and signed application (Form 201 and 202)
- ____ Two (2) copies of all reports; signed and sealed by a Arizona Professional Engineer
- ____ Two (2) copies of 24 x 36 civil plans; signed and sealed by a Arizona Professional Engineer to include, but not limited to: Improvements, Water, Sewer, Fireline, Paving, Grading and Drainage, Storm Water Pollution Prevention Plan, Signage and Striping, Streetlights, Traffic Signals, and Intelligent Transportation System
- ____ Notice of Intent (NOI).
- ____ SWPPP Guidance Document (E.D.S. Ch. 5 App. 5-1)
- ____ SWPP Manual (E.D.S. Ch. 5 App. 5-1)
- ____ One (1) copy of documents being submitted FOR REFERENCE ONLY*- (optional)
*Should be labeled as such
- ____ Fees per engineering fee schedule (Form500)

Number of sheets: _____ X \$ _____ = \$ _____

REPORT SUBMITTAL TYPE(S):

Drainage Report: _____ Water Model: _____ Traffic Impact Analysis: _____

SWPP Manual: _____ Waste Water Report: _____ Geotechnical Report* _____

Office Use Only

Received By: _____ Date _____



SUBMITTAL OF CIVIL PLANS FOR 2nd REVIEW:

- ____ One (1) copy of prior city review redline comments
- ____ One (1) letter of response to review redlines and comments
- ____ Two (2) copies of revised 24 x 36 civil plans including any additional sheets; signed and seal a Arizona Professional Engineer
- ____ Two (2) copies of revised report(s) signed and seal a Arizona Professional Engineer
- ____ One (1) copy of documents being submitted FOR REFERENCE ONLY*-(optional)
*Should be labeled as such
- ____ Fees per engineering fee schedule (Form500) will be assessed in arrears and due at pick up of plans

SUBMITTAL OF CIVIL PLANS FOR 3rd OR SUBSEQUENT REVIEW:

- ____ One (1) copy of prior city review redline comments (last review only)
- ____ One (1) letter of response to review redlines and comments
- ____ Two (2) copies of revised 24 x 36 civil plans including any additional sheets; signed and seal a Arizona Professional Engineer
- ____ Two (2) copies of revised report(s) signed and seal a Arizona Professional Engineer
- ____ One (1) copy of documents being submitted FOR REFERENCE ONLY*-(optional)
*Should be labeled as such
- ____ Fees per engineering fee schedule (Form500) will be assessed in arrears and due at pick up of plans

SUBMITTAL OF CIVIL PLAN REVISIONS TO PREVIOUSLY APPROVED DOCUMENTS:

- ____ Completed and Signed Application (Form 201 and 202)
- ____ One (1) full set of previously approved plans
- ____ Two (2) copies of revised 24 x 36 sheets/reports including cover sheet; signed and sealed by a Arizona Professional Engineer
- ____ One (1) copy of a written explanation of revisions provided
- ____ Fees per engineering fee schedule (Form500) will be assessed in arrears and due at pick up of plans



CIVIL ENGINEERING PERMIT PROCESS

STEP ONE-REQUEST OF CIVIL PERMIT

Upon approval of civil plans, applicant will be contacted with permitting requirements.

The following documents must be submitted before permits can be requested.

1. Financial assurance documentation processed through the city. See Financial Application Packet.
2. Required number of full size (24" x 36") bond copies of the approved plans depending on the plan (see plan-permit approval letter); including one (1) copy with all required signatures from each agency listed on approval letter.
3. One copy of the site plan (legal description) on CD. Required CD format / record electronic files: CAD files (.dwg) shall be provided in the latest commercially available release of AutoCAD. Drawings are to be purged of all extraneous information, shall be "bound" to insert all reference files, shall be accompanied by any non-native fonts, and shall be free of complex file pathing. Binding of reference files shall be done using AutoCAD's Xref "Insert" option so as to avoid layer and block name corruption. PC compatible CD in Datum NAD 83 (2002Adjustment) Arizona State Plane Coordinate Systems, Central Zone, and in decimal units. The subject parcel shall reference a minimum of two physical monuments and; the monuments shall be a section corner(s) and /or quarter corner(s) as surveyed under the Maricopa County Geodetic Densification and Cadastral Survey (GDACS) project and/or monuments recognized by the National Geodetic Survey (NGS) as B order or better. See Maricopa Website for details at www.mcdot.maricopa.gov/survey/home.htm.
4. One (1) electronic copy of approved drainage report in – PDF of TIF format.
5. Engineers cost estimate stamped by a Arizona Professional Engineer or contractors actual cost on letterhead for each requested permit required of that cover sheet.
6. Copy of the Maricopa County Dust Control Permit for the project site. (cover sheet only)
7. Copy of the Notice of Intent from Arizona Department of Environmental Quality. (ADEQ)
8. Copy of the Native Plant Permit or Waiver from the City of Surprise Community and Economic Department. (If applicable)
9. List of developer(s), contractor(s) and subcontractor(s) for each permit including:
 - Company name, address and phone numbers
 - Copy of City of Surprise business license for each contractor

STEP TWO-APPLICATION REQUIREMENTS FOR CIVIL PERMIT

Upon approval, permits will be issued. Applicants will be contacted when permits are ready with balance due.

For questions regarding engineering review or permit requirements, please call 623-222-6141.

SURPRISE ENGINEERING DEVELOPMENT SERVICES DEPARTMENT
16000 N Civic Center Plaza, Surprise Arizona 85374 623.222.6150 Fax 623.222.6006 TTY 623.222.1002